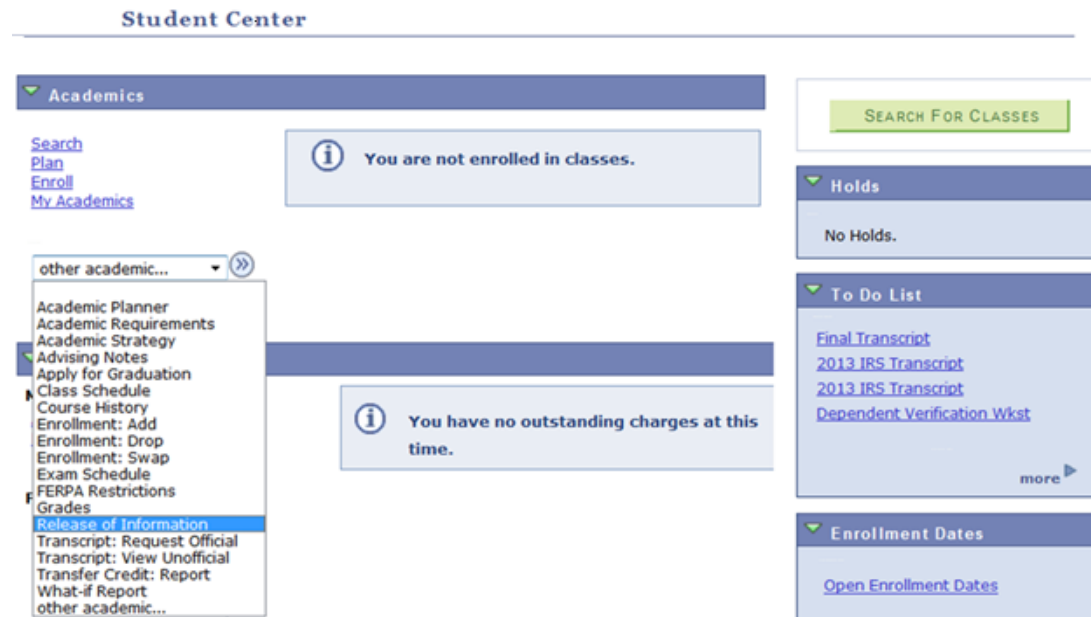


Release of Information Process

Log into PAWS using your FSU credentials (Username/Password) - <https://paws.frostburg.edu>

Under Academics, select Release of Information within the drop down box, next click .



The screenshot shows the PAWS Student Center interface. At the top, the text "Student Center" is displayed. Below it, a navigation bar contains a dropdown menu for "Academics". The dropdown menu is open, showing a list of options: Academic Planner, Academic Requirements, Academic Strategy, Advising Notes, Apply for Graduation, Class Schedule, Course History, Enrollment: Add, Enrollment: Drop, Enrollment: Swap, Exam Schedule, FERPA Restrictions, Grades, **Release of Information** (highlighted), Transcript: Request Official, Transcript: View Unofficial, Transfer Credit: Report, What-if Report, and other academic... To the right of the dropdown menu, there are two information boxes: "You are not enrolled in classes." and "You have no outstanding charges at this time." Further right, there is a "SEARCH FOR CLASSES" button, a "Holds" section with "No Holds.", a "To Do List" section with links for "Final Transcript", "2013 IRS Transcript", "2013 IRS Transcript", and "Dependent Verification Wkst", and an "Enrollment Dates" section with a link for "Open Enrollment Dates".

Fill out the electronic version of the AUTHORITY FOR RELEASE OF INFORMATION form.

After completing the form click .

AUTHORITY FOR RELEASE OF INFORMATION

In accordance with the Federal Education Rights and Privacy Act of 1974 ("FERPA"), I authorize and consent to the release of information from my academic and financial records at Frostburg State University, Frostburg, Maryland, as requested below to the stated individual(s) during academic year 2013 - 2014.

I release Frostburg State University, the University System of Maryland, the State of Maryland and any individual, including records custodians, from all liability for damages that may result to me due to compliance, or any attempts to comply, with this authorization.

This release is binding, now and in the future on my heirs, assigns, associates, and personal representative(s) of any nature.

*****EXPIRES AUTOMATICALLY AT THE END OF THE ACADEMIC YEAR*****

I authorize release of the information below:

ALL REQUESTED INFORMATION

- OR -

SPECIFIC INFORMATION (CHECK ITEMS BELOW)

Mid-term warnings

Final Grades

Student Code of Conduct Actions

Financial Aid information

Billing Information

Academic Probation or Dismissal Status

Name of person to release information to:

Recipient's Name:

If information is to be mailed to the above person provide:

Street Address:

City:

State:

Zip Code:

Name of additional person to release information to:

Recipient's Name:

If information is to be mailed to the above person provide:

Street Address:

City:

State:

Zip Code:

Student's Name:

Student's Signature:

PAWS ID:

[s] Date: